

SOLID WASTE MANAGER*Class Definition*

Under direction, plans, coordinates, facilitates, and directs the activities of the Solid Waste Management Division.

Distinguishing Characteristics

The Solid Waste Manager directs the efficient, effective, quality-based administrative and operational activities of the Solid Waste Management Division, Department of Public Utilities. This class differs from Assistant Public Utilities Director in that incumbents of that class have overall responsibility for more than one division. It differs from Chief of Solid Waste Operations in that the incumbent of that class supervises the day-to-day activities of the Division's collection, recycling, landfill closure, and co-composting systems. This is an unclassified position in which the incumbent serves at the will of the Director of Public Utilities.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Initiates the accomplishment of the Division's work program using staff resources and innovative approaches including empowered team concepts.

Develops planning goals and operating procedures in solid waste collection, recycling, landfill closure and co-composting programs.

Directs the preparation and administration of the division budget, special projects cost estimates and solid waste service contracts.

Directs the research and compilation of technical reports, route surveys, evaluation tests, and long-range planning studies.

Directs the review of contracts, development plans, proposals and agreements.

Coordinates staff development including identifying skill enhancement needs, training requirements, and facilitation opportunities.

Responds to customer complaints; establishes and maintains effective working relationships, while coordinating the division's activities with other City departments, public agencies, and within the department.

Administers and monitors solid waste permits and franchises.

Monitors operations to comply with applicable regulatory standards, health and safety codes, and fiscal and human resource practices.

Monitors program performance to maintain cost-effective operations.

Conducts employee performance evaluations, coaching sessions, and disciplinary investigations.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices, procedures, equipment and technology for effective solid waste management.

Knowledge of the laws and regulations relating to the solid waste industry and refuse disposal.

Knowledge of route planning, time schedules, traffic regulations, and administration of municipal solid waste collections and disposal.

Knowledge of management and cost accounting principles as related to equipment and labor used by a solid waste provider.

Knowledge of a broad range of management practices, effective supervisory skills, and employee development techniques.

Ability to plan, assign, and direct the activities of the City's solid waste management programs.

Ability to establish and maintain effective working relationships.

Ability to prepare and evaluate a variety of technical and staff reports.

Ability to communicate effectively orally and in writing.

Ability to coordinate, facilitate, motivate and empower subordinate personnel to accomplish the division's mission.

Ability to recognize and analyze technical, fiscal and administrative problems, and to develop alternative solutions.

Minimum Qualifications

Graduation from an accredited college or university with major course work in engineering, sciences, administration, or a related field; and four years of increasingly responsible management experience in the administration of a modern solid waste program which involved refuse collection, landfill operations and operation of a resource recovery facility, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____

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